



FAMILY COMMUNICATION TOOLS

Geneva School of Boerne uses two primary tools to share important information with our families.

FACTS FAMILY PORTAL

FACTS is our Student Information System (SIS) which is used for the management of enrollment, family contact information, grades, lesson plans, attendance and discipline reports. FACTS Family Portal provides a direct line of communication between you and your student's teachers, including grades and homework. We also use FACTS to email information that is *personal and specific to your family*. We ask that you use email to communicate with us regarding personal topics as well.

When you enrolled your child at Geneva, you created your username and password for the FACTS Family Portal. Those are the login credentials you will continue using. If you were not the parent who completed online enrollment, then please follow the directions below to create an account for yourself.

- Go to www.factsmgmt.com.
- Click on **Family Log In** and select **FACTS Family Portal** from the dropdown menu.
- Type in **GSB-TX** for the District Code and click **Login**.
- Click **Create New Account**.
- Type in the email address you provided to Geneva and click **Create Account**.
- You will be emailed a link to set up your new account. Follow the instructions in the email.

Upon login, click on **Student Home** in the menu bar and use the **Student** dropdown to change between your students. Class information will not be populated until the start of the school year.

Note: Rhetoric students can set up an individual account that allows them to access their homework and grades. Follow the steps using the student's provided email address and select **Student** on the login window.

Contact Ellen Ricks at 830.755.6101 if you have any problems or questions with FACTS Family Portal.

PARENTSQUARE

ParentSquare is our information portal which is used to post information that is more *general and applies to various groups across our community*. You can access ParentSquare from your computer (parentsquare.com) or with the free app on your phone.

In July, you will receive an email from ParentSquare inviting you to register and log in. After registering, you will have the opportunity to:

- Choose how and when you would like to receive notification of posts from the school.
 - **Note:** while you may elect email or text notifications, you also may use the ParentSquare portal like you would Facebook. It is quick and easy to open the app or website and quickly scroll through posts without bogging down your inbox with notifications.
- Upload your picture (optional).
- Download the free app on your phone (optional).

Contact information and classes in ParentSquare are populated from FACTS, and you will have access to your child's classes and teachers at the start of school. After school starts, Rhetoric students will be invited to set up their own StudentSquare account – more information to follow.

Contact Melissa Hajek at mhajek@genevaschooltx.org if you have any problems or questions with ParentSquare.